

**WRITERS IN VIRGINIA PROGRAM: 2005-2006
FINAL REPORTING INSTRUCTIONS**

Return no later than 30 days after the end of activity and **no later than June 15, 2006** to:

Virginia Commission for the Arts
Lewis House
223 Governor St., 2nd floor
Richmond, VA 23219
804/225-3132

Please do not return the completed form via fax or email!

On a separate piece of paper, please provide the following information IN THE ORDER SPECIFIED BELOW. Please clearly title all pages, "Final Report - 2005-2006 Writers in Virginia." You may use this page as a checklist to make sure the report is complete.

1. Grant identification number. Refer to the award letter.
2. Grantee name, address, telephone, and contact person.
3. Independent city or county in which grantee is located.
4. Type and number of activity (reading, workshop on creative writing, or both). Indicate the number of each activity held--for instance, 1 workshop and 3 readings.
5. Date(s) of activity, including start and end dates.
6. Total project cash expenses. This should include fees to writer, publicity costs, lodging, travel, meals, and other. You do not need to itemize these expenses as long as they are reflected in the grand total of all expenses.
7. Total project cash income. Please include in your total all sources of funding for this activity, including VCA grant total, income from your organization's general operating budget that is devoted to this activity, earned income, local government support, foundation grants, corporate contributions, and cash donations from individuals. You do not need to itemize these sources of funding, but they should be reflected in your grand total.
8. Approximate number of people who attended.
9. Of the total number attending, how many were age 18 or under?
10. Indicate whether or not the activity was held in school during regular school hours.
11. Was the activity held outside of regular school hours but still aimed at people under age 18?
12. Total number of writers involved in this activity.
13. Briefly, how did it help your organization to have WIV support for this event? Use as much space as needed.
14. Please type the statement, "I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate." Below this statement please type the name, title and daytime phone of the person reporting, and provide an original signature.
15. Please enclose any publicity material, press clippings, etc. concerning the event. Please highlight acknowledgement of Commission support in publicity materials you produced.
16. Return the completed report to the Commission office no later than 30 days after the end of the activity and **no later than June 15, 2006**.